

MONROE CITY LIBRARY COLLECTION DEVELOPMENT POLICY

COMMUNITY NEEDS: Books are reviewed for amount of times checked out, genre, age group and requests. Books in the Monroe that are most utilized are Religious Fiction, Westerns, Mystery and research books i.e., state history, mining (gold), other world religions and groups. Children's books most requested are graphic novels, holidays, and select groups i.e., Serendipity, Magic Tree House, etc.

WEEDING:

All books will be reviewed at least every six (6) months for last checkout dates. Any books not checked out for 3 years will be weeded out to sell or donate at a later date. If two copies exist both copies will be evaluated and one retained for one (1) more year. Encyclopedias will remain for 5 years as budget allows. Other books not allowed to be checked out will be retained for 8 years. This includes reference books at which time they will be evaluated for book age, usage and correctness.

CHALLENGE MATERIALS: Books others feel are not appropriate will be reviewed by a board member and the library director for appropriateness.

Their decision will be final. Books we have pulled and are requested will be requested on library request forms. These books will be reviewed by library director and a board member to decide if it should be re-shelved.

PURCHASE OF NEW MATERIAL:

In purchasing new materials library employees survey patrons for type of books desired, needed and amount of requests. Books are purchased in bulk quarterly and as needed when requested not to exceed budget. Tapes are no longer purchased due to high loss and expense. CD's are purchased according to most popular books and reviews not to exceed budget.

Library Director

Board President